

## - Tuition Exchange Scholarship Funds-

**WHAT IS Tuition Exchange** - Tuition Exchange is a partnership of 630+ colleges and universities offering competitive Tuition Exchange scholarships to members of the faculty and staff employed at member institutions. This is an additional employee benefit for dependents of Regis University employees but it is important to realize that it is a very competitive program and does not guarantee a benefit since Regis University has an obligation to maintain a balance between outgoing students (exports) and incoming students (imports). Typically there are fewer than 4 positions available each year. Regis University most likely will not be able to accommodate all requests. It is an undergraduate tuition scholarship program available to the children of full-time faculty, administration, and staff of participating institutions. It allows children who are eligible for tuition remission at their home institution (parent's employer) to be considered for tuition scholarship funds from one of the other participating colleges.

**WHERE IS Tuition Exchange AVAILABLE** - A full list of institutions is available at [www.tuitionexchange.org](http://www.tuitionexchange.org).

**HOW DOES IT WORK – OUTGOING** - *If the student hopes to attend another college which is not Regis University* - Employees must complete the Employee Tuition Benefit (ETB) form in the Department of Human Resources for their dependent child. The ETB form should be submitted to the Department of Human Resources no earlier than the summer before the dependent child's senior year of high school and no later than November 1. Participating institutions will not hold a Tuition Exchange certification for a dependent earlier than the senior year. The Tuition Exchange coordinator will certify a dependent child during their senior year in high school. Along with the ETB form, employees need to include a list of the schools their dependent is applying to for admission. The benefits coordinator in the Department of Human Resources will verify the employee's eligibility and will contact the Tuition Exchange coordinator directly with a copy of the ETB form along with a list of the institutions.

The Tuition Exchange scholarship will typically cover a school's tuition cost. However, employees and their student are encouraged to reach out to each individual school they are considering in order to determine the scholarship amount awarded.

Some Tuition Exchange scholarship applicants may not be certified by the Tuition Exchange coordinator. First priority will be given to an employee's dependent based on the employee's continuous, full-time seniority. The Department of Human Resources supplies this information to the Tuition Exchange Liaison Officer. Dependents who are not selected will be placed on a waiting list according to the employee's seniority of service years as alternates. **The Liaison Officer will not discuss an employee's application or years of service with another employee with regard to where they stand on the alternate list or why their dependent was not initially certified.**

For those dependents who are certified, the dependent's employee is required to notify the Tuition Exchange Liaison Officer if their dependent has accepted a Tuition Exchange scholarship, if a scholarship offer is extended, no later than May 1st.

Should one of the chosen applicants withdraw from the Tuition Exchange process or if Regis University is able to export additional dependents, the Liaison Officer will use the alternate list in priority order. The liaison officer will quickly inform the institutions the dependent has applied to of their eligibility to participate in the Tuition Exchange Program. If a student has not been accepted into one of those institutions, they are not eligible to receive a Tuition Exchange Scholarship. Additionally, being accepted into an institution is not a guarantee of a Tuition Exchange Scholarship.

Step by step procedures:

- 1) Employees must submit the ETB form to the Department of Human Resources indicating their dependent is interested in Tuition Exchange.
- 2) Employees must also submit a list of Tuition Exchange participating institutions their dependent is applying to for admission either to HR or to the Tuition Exchange Liaison Officer in the Office of Financial Aid.
- 3) The benefits coordinator in the Department of Human Resources will notify the Tuition Exchange Liaison Officer in the Office of Financial Aid.
- 4) The Liaison Officer may contact the employee for additional information, if necessary.
- 5) The Liaison Officer will hold all applications until November 1st.

- 6) After November 1st, the Liaison Officer will notify employees if their dependent can be certified at their chosen institutions or if they are placed on an alternatelist.
- 7) The dependent will need to complete their admission's application with each institution.
- 8) If certified, the individual Liaison Officers at the respective institutions will typically contact the dependent indicating they have received the certification and will detail any additional steps needed as well as a timeline for their awarding process.
  - a. The Liaison Officers may or may not contact the dependent until they are formally admitted through the admission's process.
  - b. Similarly, students who are not admitted are not eligible to receive the Tuition Exchange scholarship.
- 9) If a certified dependent does not hear from a Tuition Exchange Liaison Officer, it is their responsibility to reach out to that institution with any questions or concerns.
- 10) If a dependent is offered a Tuition Exchange scholarship at one of his/her chosen institutions and accepts that scholarship offer, the employee should notify the Tuition Exchange Liaison Officer at Regis University.
- 11) The dependent is responsible for following any additional steps outlined by that institution as well as continue to meet that institution's criteria to receive the Tuition Exchange scholarship each semester.
  - a. If the student does not meet the criteria outlined by their selected institution, the scholarship may not be awarded and/or renewed.
- 12) In order to maintain the Tuition Exchange Scholarship for their dependent, the employee must continue to eligibility requirements at Regis University. The Liaison Officer along with the benefits coordinator at Regis University will confirm continued eligibility each year. However, Tuition Exchange scholarship recipients are required to notify the Liaison Officer coordinator at their chosen institution if their eligibility changes. In most cases, any falsification or omission will result in the immediate dismissal from that institution and will require that all-relevant costs, including tuition and fees, be repaid in full.

**HOW DOES IT WORK – INCOMING** - *If the student hopes to attend Regis University -*

Procedures for attending Regis University under Tuition Exchange:

- A) Employees must request from their host institution's Tuition Exchange coordinator a certification letter to indicate to the Tuition Exchange coordinator at Regis University that the dependent is eligible and wishes to apply for the Tuition Exchange award at Regis University.
- B) Apply early for admission to Regis University. A prospective student will not be considered for the Tuition Exchange award unless he/she is accepted for admission to Regis University.
  - a. Tuition Exchange is awarded on a competitive basis. Regis University reviews a student's merit from their admission's application as well as their date of admission to Regis University when selecting recipients.
  - b. Tuition Exchange certification does NOT qualify a student for admission, nor does a student's offer of admission mean an automatic offer of a Tuition Exchange award.
  - c. For consideration of a Tuition Exchange benefit for fall, the student must be admitted to Regis University by February 1<sup>st</sup>.
  - d. Tuition Exchange awards are not available to transfer students.

Conditions:

- 1) Employees of the participating Jesuit colleges and universities are expected to be eligible to receive the Tuition Exchange award prior to their dependent's first semester of enrollment.
- 2) The Tuition Exchange award is not automatically granted.
- 3) Tuition Exchange recipients must be enrolled as a traditional, undergraduate Regis College student.
- 4) All Tuition Exchange recipients must be degree seeking and are required to meet all satisfactory academic progress standards, including maintaining a cumulative GPA of 2.0 or higher. Students who do not meet these standards will not have their Tuition Exchange awards renewed.
- 5) There is a \$50 per credit hour administration fee assessed each semester for all Tuition Exchange recipients. The administration fee is subject to change annually.
- 6) Tuition Exchange recipients must be enrolled full-time (a minimum of 12 credit hours per semester) to qualify.

Tuition Exchange award does not cover part-time, summer school or graduate-level courses.

- 7) The Tuition Exchange award is available for up to 8 full-time semesters. If a recipient decides to interrupt their studies at Regis University for a semester or longer, they must appeal in writing to have their Tuition Exchange award reinstated. Any reinstatement will also require that the employee at the participating college or university still be eligible for the Tuition Exchange award. If a student transfers from Regis University to attend another institution, they will no longer qualify for the Tuition Exchange award should they decide to return to Regis as a transfer student.
- 8) The Tuition Exchange award does not cover other costs such as room and board, books, fees, etc. Students should file a FAFSA (Free Application for Federal Student Aid) if they wish to receive additional federal financial aid funding.
- 9) Tuition Exchange awards cannot be used for study abroad.
- 10) Although Regis University is not required to extend new Tuition Exchange award offers, we strive to offer 1-2 new Tuition Exchange awards each year. We will notify recipients no sooner than February 15<sup>th</sup> for the upcoming year.
- 11) Students who are offered a Tuition Exchange award must pay their enrollment deposit to the Admission's Office by May 1<sup>st</sup> and must notify the Tuition Exchange coordinator in writing of their acceptance of the Tuition Exchange award.
- 12) Regis University caps all institutional awards at the cost of tuition for the year. Therefore, if a student is offered a Tuition Exchange award, that award will replace other merit-based and gift share dollars previously offered. If a Tuition Exchange award is extended, students are responsible for understanding the award and their resulting award letter. Questions should be directed to the Tuition Exchange coordinator and/or the Office of Financial Aid at Regis University.
- 13) In order to maintain the Tuition Exchange award, the student's parent/guardian must continue their eligibility at their host institution. The Tuition Exchange coordinator at Regis University will confirm continued eligibility each year. However, Tuition Exchange recipients are required to notify the Tuition Exchange coordinator at Regis University if their eligibility changes. Any falsification or omission will result in the immediate dismissal from Regis University and will require that all-relevant costs, including tuition and fees, be repaid in full.

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